

**KIRKENDALL PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES**

**Tuesday, September 18, 2014, 6:30p.m.**

**Present:** Todd Beveridge, Lynne Boldt, Lory Johnson, Bert Testa, Kristen Gray  
and Samuel Mitchel, Library Director  
**Excused:** Cami Brazelton and Tamara Fujinaka  
**Guest:** None

Topic	Discussion
<b>Call to Order</b>	Todd Beveridge called the meeting to order at 6:30 p.m.
<b>Approval of Minutes</b>	Bert Testa made a motion to approve the August 21, 2014 minutes as submitted. Lynne Boldt seconded the motion. No discussion. Passed unanimously.
<b>Consent Agenda</b>	Financials update provided by Director Samuel Mitchel.
<b>Policy/Procedure Review</b>	Director Mitchel presented the current Sex Offender Policy for review with proposed revisions: <ul style="list-style-type: none"><li>• Procedure for obtaining written permission to use the library</li><li>• Sex Offender Against Minors Library Application Form</li></ul> Lory Johnson made a motion to approve the Sex Offender Policy with revisions. Lynne Boldt seconded the motion. Discussion: Advised Director Mitchel to pass along for review by Ankeny attorney. Passed unanimously.
<b>Director's Report</b>	Director Mitchel submitted report of meetings and updates (e.g. staff photographs, preparing for school year, Iowa State Library Annual Report, joining Zinio consortium).
<b>Department Reports</b>	Department heads provided a handout covering recent progress and updates on: adult programs, children's' programs, Y.A. programs, Technology, Acquisitions and Circulation.
<b>Old Business</b> <i>Myrna Brayton</i>	Plans for an enclosed director's office has been put on hold (there are alternatives and do not want to do anything permanent that might affect future expansion). Budget discussion included issuing an invitation to future board meeting David Jones, City of Ankeny Manager and/or Jennifer Sease, City of Ankeny Administrative Services Director to expound on library budget process (i.e. revenue, budget line item explanations, capital, etc.)
<b>New Business</b> <i>Myrna Brayton</i>	Discussion of using a collections agency to pursue delinquent fines/fees. Board requested Director Mitchel to report next month how many Iowa public libraries are using a collections agency. Tabled for future meeting. Also discussion on certain limits on certain items (e.g. DVDs limit to 20 per checkout or limit on number of items a new cardholder could checkout on first visit).
<b>Adjournment</b>	Lory Johnson made a motion to adjourn the meeting, seconded by Kristen Gray. Passed unanimously. There being no further business the meeting was adjourned at approximately 7:37 p.m. The next Board meeting will be Thursday, October 16, 2014, 6:30 p.m.

Respectfully submitted,

Samuel Mitchel, Library Director